



Schedule DA

Attach to Form RMFT-5 or Form RMFT-5-US

MFT, UST, and EIF Dyed Diesel Fuel Produced, Acquired, Received, or Transported into Illinois

Step 1: Complete the following information

Company name _____
Your license number _____
Reporting period ____ / ____ / ____
Month Year

Check the tax/fee type you are listing on this page.

- ☐ MFT-free only
☐ UST-/EIF-free only
☐ Both MFT- and UST-/EIF-free

Check the receipt type you are listing on this page.

- ☐ Dyed diesel fuel received in Illinois
☐ Dyed diesel fuel imported into Illinois
☐ Dyed diesel fuel produced in Illinois

Step 2: Report your tax- and fee-free purchases

	1 Invoice date (month, day, year)	2 Invoice number	3 Name of carrier	4 Bill of lading or manifest number	5 Name of seller	6 Origin (city and state)	7 Destination (Illinois cities only)	8 Seller's license number	9 Invoiced gallons
1	__ / __ / __								
2	__ / __ / __								
3	__ / __ / __								
4	__ / __ / __								
5	__ / __ / __								
6	__ / __ / __								
7	__ / __ / __								
8	__ / __ / __								
9	__ / __ / __								
10	__ / __ / __								

11 Add the invoiced gallons in Column 9, Lines 1 through 10, and write the total here.

11 _____

12 If you are filing only **one** Schedule DA, write the amount from Line 11 here.

12 _____

If you are reporting

- MFT-free gallons only, also write this amount on Form RMFT-5, Line 2a, Column 3.
- UST-/EIF-free gallons only, also write this amount on Form RMFT-5-US, Line 2a, Column 1.
- both MFT- and UST-/EIF-free gallons, also write this amount on Form RMFT-5, Line 2a, Column 3, and Form RMFT-5-US, Line 2a, Column 1.

If you are filing **more than one** Schedule DA, see instructions.

General Instructions

Schedule DA is used for reporting the following taxes:

- Motor Fuel Tax (MFT)
- Underground Storage Tank Tax (UST)
- Environmental Impact Fee (EIF)

What is dyed diesel fuel?

Dyed diesel fuel is any special fuel that **has been dyed** per Section 4d of the Motor Fuel Tax Law.

When do I file this schedule?

You must file Schedule DA with Form RMFT-5, Motor Fuel Distributor/Supplier Tax Return, if you are reporting MFT-free gallons only or both MFT- and UST-/EIF-free gallons. If you are a distributor or supplier, you must report **all** dyed diesel fuel transactions as MFT-free.

You must file Schedule DA with Form RMFT-5-US, Underground Storage Tank Tax and Environmental Impact Fee Receiver Tax Return, if you are reporting only UST-/EIF-free gallons.

What must I attach to this schedule?

You must attach the credit invoices issued by the seller to Schedule DA. We will return your credit invoices to you upon request.

What records must I keep?

You are required by law to keep books and records showing all purchases, receipts, losses through any cause, sales, distributions, and use of fuels.

What if I need additional assistance?

If you have questions about this schedule, write to us at Motor Fuel Tax, Illinois Department of Revenue, P.O. Box 19477, Springfield, Illinois 62794-9477, or call our Springfield office weekdays between 8 a.m. and 4:30 p.m. at 217 782-2291.

Step-by-Step Instructions

Step 1: Complete the following information

Write your company name, your license number, and the period for which you are reporting. Check the boxes next to the tax/fee type and the receipt type you are listing on this page. Report one tax/fee type and one receipt type only per page.

Step 2: Report your tax- and fee-free purchases

Lines 1 through 10 —

Column 1 - Write the month, day, and year of the invoice.

Column 2 - Write the invoice number.

Column 3 - Write the carrier's complete business name.

Column 4 - Write the bill of lading or manifest number.

Column 5 - Write the seller's complete name.

Column 6 - Write the city and the state (using the two-character U.S. Post Office abbreviation) from which the dyed diesel fuel product originated.

Column 7 - Write the name of the Illinois city to which the dyed diesel fuel product was delivered.

Column 8 - Write the seller's Illinois license number.

Column 9 - Write the number of invoiced gallons.

Line 11 - Add the invoiced gallons reported in Column 9, Lines 1 through 10.

Line 12 - If you are filing **more than one** Schedule DA, group together all Schedules DA that report

- **MFT-free only** gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page.
- **UST-/EIF-free only** gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page.
- **both MFT- and UST-/EIF-free** gallons. Add Lines 11 from this group, and write the total on Line 12 of the last page.

Then, add the **totals** from Lines 12 of the Schedules DA that report

- **MFT-free gallons only** group and the **both MFT- and UST-/EIF-free gallons** group and write this amount on Form RMFT-5, Line 2a, Column 3.
- **UST-/EIF-free gallons only** group and the **both MFT- and UST-/EIF-free gallons** group and write this amount on Form RMFT-5-US, Line 2a, Column 1.

